

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1262

TITLE: MANAGEMENT ANALYST III

GRADE: S-27

DEFINITION:

Under general supervision, to supervise, coordinate and direct the activities of a group of subordinate Management Analysts; and/or to perform advanced specialized management analysis work; and to do related work as required.

TYPICAL TASKS:

Supervises/coordinates the preparation and analysis of studies in the areas of operational procedures and organizational changes in manpower utilization;
Performs studies incident to improving management activities for submission to County agencies, the County Executive and the Board of Supervisors;
Coordinates multi-agency studies with other departments and outside groups, as required;
Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles, methods and problems of organization and management;
Ability to prepare clear, concise reports;
Ability to supervise and coordinate the work of subordinate personnel;
Ability to work independently;
Ability to maintain effective relationships with the public and other County agencies.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in quantitative analysis, and four years of progressively responsible professional experience in management analysis, including quantitative analysis.

NECESSARY SPECIAL REQUIREMENTS:

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency.

Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED: April 16, 2002

REVISED: February 28, 1990